TEST ADMINISTRATION AND SECURITY

Reference: CAP Regulation 50-4

1. Paragraphs 2,3, and 4 pertain the cadet program. Paragraphs 5,6,7, and 8 pertain to the overall administering of testing an security. Paragraph 9 pertains to both the cadets and senior members.

2. Tests are used to confirm skills and knowledge learned in education and training activities. Most tests are closed book and administered at the local level by the Test Control Officer (TCO).

3. **APPOINTMENT OF TEST CONTROL OFFICER:** Each unit commander will ensure positive control of testing material to preclude compromise. The unit commander will appoint a TCO by letter (GP12 FL 405, that is located in the Commanders Packet II, can also be used for this purpose) for test security and administration. The TCO appoints alternate (s) by letter, or use GP12 FL 405. These positions are usually assigned to members working in **Professional Development and Cadet Programs. The unit commander may not serve as TCO or alternate.**

4. **SIGNATURE VERIFICATION CARD:** Each **cadet or composite squadron must submit a CAP For 53 (**Signature Verification Card), with the names of the current **Commander, Deputy Commander for Cadets** (Composite Squadron), **TCO or Alternate.** This form is used to verify successful completion of **CADET ACHIEVEMENTS** and **Tests** associated with those achievements. Be sure to make a copy for the Testing Information File before sending the card to the Cadet Programs Office at the following address:

> National Headquarters CAP/CPR
> 105 South Hansell Street
> Maxwell AFB, AL 36112-6332

5. **ORDERING TESTING MATERIAL:** Only the Unit Commander, TCO or Alternate will order test and answer keys. Most CAP examinations are ordered on a CAP Form 8 (Requisition for Publications and Blank Forms).

6. **STORAGE AND SECURITY:** The TCO will store CAP tests and related material in a **LOCKABLE METAL FILING CABINET**, accessible **ONLY** to the TCO, alternate (s), and unit commander.

7. **TEST INVENTORY:** An inventory of test material will be conducted every 90 days.

8. **TEST ADMINISTRATION:** Read paragraph 1-6 of the reference directive for complete information on test administration.

9. Guidance for the **Air Force Institute for Advanced Distributed Learning** can be found by checking with the Test control Officer, ECI Handbook and chapter 2 of the reference directive.

10. Always check the reference directive for detailed information on Test Administration and Security.